

MyTax.DC.gov User Guide: How to Search for a Submission

You can search and retrieve submissions sent through MyTax.DC.gov.



1

Username

Password

Log In

Forgot username or password?

New user?

Sign-up for MyTax.DC.gov

1a

Can't find what you're looking for? Enter keywords here to filter.



Business

- I want to...
- > Register a New Business - Form FR-500
 - > Register a Special Event - Form FR-500B
 - > Request a Certificate of Clean Hands



Clean Hands

- I want to...
- > Request a Certificate of Clean Hands
 - > Validate a Certificate of Clean Hands
 - > Learn More About Certificate of Clean Hands



Quick Payments

- I want to...
- > Pay with Credit/Debit Card



Tax Law and Guidance

- I want to...
- > View Private Letter Rulings
 - > View DC Tax Code
 - > View Tax Guidance Issued by OTR
 - > View Notices



Individual

- I want to...
- > Check the Status of My Refund
 - > Learn More About DC Freefile/Fillable Forms
 - > Respond to Verification Letter
 - > View Tax Forms



Forms

- I want to...
- > Submit an Extension
 - > View/Retrieve Current Year Tax Forms
 - > View/Retrieve Prior Year Tax Forms
 - > View MeF Information



Real Property

- I want to...
- > Make a Real Property Payment
 - > Search Real Property by Address or SSL
 - > View More Options



Quick Links

- I want to...
- > Submit a Customer Service Survey
 - > View FAQs
 - > View Tutorials
 - > Contact OTR



Resources

- I want to...
- > Go to OTR Homepage



Submissions

- I want to...
- > Retrieve a Saved Submission or Previously Filed Return
 - > Submit Requested Documentation
 - > Submit VDA



Taxpayer Advocate

- I want to...
- > View Taxpayer Bill of Rights
 - > Request Assistance
 - > En Español



More...

- I want to...
- > File Form FR-329 - Consumer Use Tax Return
 - > Request Government Exemption
 - > Request Residential Parking Exemption
 - > Search for Certificate/License Exemptions

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BUSINESS TEST

00000-91110
1001 4TH ST SW
WASHINGTON DC 20024-4517



Welcome, John Doe

You last logged in on Thursday, Oct 1, 2020 1:12:33 PM

[Manage My Profile](#)

[Favorites](#) [Summary](#) [Action Center](#) ¹³ [Settings](#) [More...](#)

Filter



Alcoholic Beverage

BUSINESS TEST
1001 4TH ST SW
WASHINGTON DC 20024-4517
[Action Center Items](#) ⁴

Account

430-000120328

Balance

(\$340.13)

- > [Make a Payment](#)
- > [Returns](#)
- > [View Other Options...](#)

Ballpark Fee

BUSINESS TEST
1001 4TH ST SW
WASHINGTON DC 20024-4517

Account

280-000080546

Balance

\$0.00

- > [Make a Payment](#)
- > [Returns](#)
- > [View Other Options...](#)

1. From the [MyTax.DC.gov](#) homepage, log in using your **Username** and **Password**.
2. Once logged in, locate and **click** the “**More**” tab

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3

What are you looking for?

3a

<p>Submissions</p> <p>Retrieve previously filed returns and requests.</p> <p>Search Submissions</p>	<p>Messages & Letters</p> <p>View messages and letters I have received.</p> <ul style="list-style-type: none">Send a MessageView MessagesView Letters	<p>Payments & Returns</p> <p>Manage payments and returns for my accounts.</p> <ul style="list-style-type: none">File or Amend Tax ReturnsManage PaymentsRequest for Exemption To File (FR-164)
<p>Payment Agreement</p> <p>Request or manage a payment agreement.</p> <ul style="list-style-type: none">Request Payment AgreementRequest Garnishment VoucherUpdate Payment Agreement Bank	<p>Registration Details</p> <p>Manage registration details.</p> <ul style="list-style-type: none">Manage Names & AddressesUpdate NAICS CodeAdd/Update OfficerAdd/Update Contact	<p>Account Management</p> <p>Manage my account.</p> <ul style="list-style-type: none">Register a New Tax AccountRequest a Certificate of Clean HandsSubmit QHTC Self-CertificationManage a Special Event

3. You will be navigated to additional self-service options.
 - a. Locate the Submissions section and **click the Search Submissions** hyperlink.

4
Submissions

 BUSINESS TEST
00000-91110

Submissions are things you have submitted online for processing. Common examples include returns and payments.

Submissions older than 12 months can be found using the search.

Processed

Search

Processed From

Processed To

4a-4b

Search

Submissions

4c

Date	Title	Account	Account ID	Period
19-Nov-2020	Officer Add/Update			
19-Nov-2020	Update NAICS Code			

4. You will be navigated to your processed submissions page. To locate your submissions –
 - a. Enter a date in the **Processed From** field and another date in the **Processed To** field.
 - b. Click “Search”
 - c. A list of submissions will display. To view a submission, click the hyperlink associated with the submission under **Title**. For this example, we will click the **Officer Add/Update** submission.

Officer Add/Update

BUSINESS TEST
00000-91110

Completed
 Confirmation #
 0-000-011-810
 Submitted 19-Nov-2020 12:34:53 by John Doe
 Completed 19-Nov-2020 12:34:56

[Officer Add/Update](#)

Officer Update

To update, add, or delete officers, click the "Add/Edit Officer" button below.

Title	Id	First Name	Last Name
CEO	***-**-1111	TEST	TEST

- The **Confirmation Number** and date of submission will be listed under the **Completed** section.